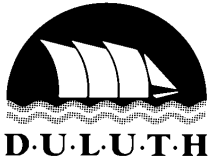
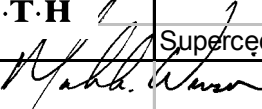


POLICY & PROCEDURE		
	<b>Policy &amp; Procedure Manual Usage</b>	
	Supersedes: September 1, 2003	Effective: April 12, 2004
Approved: 	Page 1 of 1	

This manual is a means of communication and guidance for City of Duluth employees. The policies and procedures found within this manual exist in order to create and maintain consistent, legal, and ethical behavior for all City employees. By no means are manual contents intended to address every practice or procedure used in City business, nor inhibit good management practices. City employees are urged to seek the best methods for completion of their tasks.

### Policy & Procedure Manual Revisions

If consistent problems arise in the adherence to Policy & Procedure Manual content, it may indicate the need for new or revised policies and/or procedures. This may be accomplished in the following way:

1. Supply a signed written request to your immediate supervisor/manager, including background information that may be important in deciding its necessity.
2. The matter will be discussed at the next Director's meeting.
3. Appropriate personnel will be notified and asked for crucial input.
4. Human Resources will create a draft, with the aid from above personnel.
5. The Directors will review the policy/procedure draft for appropriateness.
6. The Administrative Assistant will approve/disapprove the draft.
7. Upon signed approval, the policy and/or procedure will be in effect.
8. Electronic copies will be sent immediately by Human Resources to Division Managers.
9. Division Managers are responsible for receiving employee's signatures on the "[Acknowledgment of Understanding](#)" form and returning this form to Human Resources within one month from the date of distribution.

### Policy & Procedure Manual Maintenance

With the aid of Department/Division Managers or assigned personnel, Human Resources will conduct an annual review of the Policy & Procedure Manual to ensure its contents are not outdated or in violation of changing State or Federal laws.